

Architecture Control and Implementation Board

Evolution of Project Management within ITD



ACIB Objectives

- **Manage ITD resources**
- **Make informed business decisions**
- **Support the Enterprise Architecture Team efforts**



Board Responsibilities

- **ACIB is responsible for implementing the overall EA Process, creating and maintaining deliverables, and providing oversight for all ITD projects**
- **Architecture Control and Implementation Board is responsible for reviewing and approving the conceptual architecture and component architectures, including product standards**



ACIB Functions Include:

- **Sets enterprise priorities for how IT resources will be used to enable the business**
- **Acts in a oversight capacity with IT project teams**
- **Issues and actions raised and addressed in this forum**
- **Resource issues addressed**
- **Decision making body in area of setting priorities and high level technical approvals**
- **Addresses interdependencies of the business, information, application and technology architectures**
- **Coordinates migration and implementation plans, including implementation of the NETL ITD 3 year plan**
- **Review, approve architectural standards, deny or approve exceptions to the standards**
- **Implements the IT solutions that develop the enterprise architecture**
- **Collaborates closely with the Enterprise Architecture Team**



ACIB Membership

Federal Members

- Operations Manager
- Cyber Security
- Enterprise Systems
- Enterprise Architecture
- Client Systems Engineering
- Desktop
- Tulsa
- Computer Facilities Operations Support
- Networks
- Telecommunications Services
- Division Director

Support Personnel

- Program Manager
- Project Manager
- Team Leads
- Tulsa Technical Representative
- Administrative Support

Invited

- All other ITD personnel and Support personnel are welcome to attend the meeting



Q&A's

- **Who leads or facilitates the meetings?**
 - The ACIB will be lead by Federal Employees
- **How often should meetings occur?**
 - Meetings will be held bi-weekly
- **Which day of the week?**
 - Thursday is the targeted meeting day.
- **What should be the duration of the meeting?**
 - Meeting duration is 2 hours.
- **What is the forum for the meeting?**
 - Video conference will be used to the maximum extent possible.
NetMeeting will be used to share applications like Microsoft Project and Tracker.



Q&A's (continued)

- **How is the agenda set?**
 - The agenda will be set at the end of a meeting for the subsequent meeting.
- **What will a meeting agenda look like?**

AGENDA

1. Review Agenda
2. Approve and Discuss Prior Meeting Minutes
3. Review Open Action Items
4. Discuss Change Requests
5. Project Review – Schedule, Status, Costs, Issues
6. Open Discussion
7. Recap New Action Items
8. Set Next Meeting Agenda

- **Who provides administrative support?**
 - Support contractor will provide administrative support.



Q&A's (continued)

- **How and to whom are minutes distributed?**
 - Minutes from the meeting will be made available to all DOE ITD and IT Support Contractor personnel.
- **Who is responsible for distribution of presentations / schedules / cost plans, etc.?**
 - Presenters are responsible to place their information in the designated shared network folder at least 48 hours prior to the meeting.
- **Will the ITD/Chips meetings continue?**
 - No. The revised ACIB format will supercede the ITD/Chips
- **When will the revised ACIB begin meeting?**
 - July 10 is the target date.

